

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 11 October, 1951

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FROM :

SUBJECT: Report for Week 5 - 11 October, 1951

1. The Agency Orientation Course was completed on Friday, 5 October, 1951 and since then letters of appreciation have been sent to all those who cooperated in making it a success.
2. After discussions with Colonel Baird and Captain [REDACTED] held preliminary meeting with [REDACTED] Management Officer, regarding the possibility of altering the regulations to make indoctrination of incoming employees mandatory as soon as they enter the Agency.
3. All initial and final registration slips have been matched, bringing an official attendance figure of 535 for the Orientation Course. These slips are also being utilized to choose the persons who will attend the evaluation meeting tomorrow, Friday, October 12th. This meeting was planned after discussions with Dr. [REDACTED]
4. Copy of a letter was received from the Administration Building which informed the Air Command and Staff School, Maxwell Field, Alabama, that the CIA Orientations Officer would be available to participate in their course next January, 1952.
5. After meeting with Captain [REDACTED] and Colonel Baird, cancelled the tentative arrangements made for the use of Department of Agriculture Auditorium for next December. Colonel Baird decided that from here on the Orientations Course would be on a quarterly basis and its content would be formulated in keeping with the subject matter to be inserted in the Indoctrination courses.
6. After approval of Captain [REDACTED], discussed with Dr. [REDACTED] of OCD the possibility of receiving some nominations to fill the vacancy which will be created by [REDACTED] leaving. One man named [REDACTED] was interviewed. Also interviewed a second nominee named Mr. [REDACTED]. A decision will be made in this regard in the next day or two.
7. Made a presentation to the new agents of the Inspection and Security office on Tuesday, 9 October, 1951.

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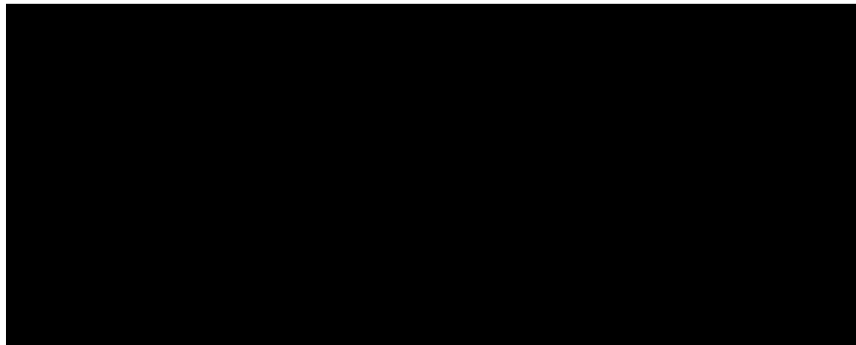
JOB NO. 56 NO CHANGE
IN CLASS. 10 OCT. 22.
NEXT 89 17479 3293 EATS DOC. 02
NO. POS 2 11 ORG CLASS 14
REV CLASS C REV COORD. 10 OCT. 22

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8. Made a presentation Wednesday, 10 October, 1951, at Fort Holabird to the meeting of the CIC officers from all Army commands around the world.



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